



To: Planning and Property Policy Board

On: 17 May 2016

Report by: Director of Development and Housing Services

Heading: Planning Advice Notes

1. Summary

- 1.1. The Renfrewshire Local Development Plan (LDP) and Action Programme sets out a commitment to prepare a number of Planning Advice Notes to guide developers in preparing and submitting development proposals.
 - 1.2. This report seeks approval for a series of Planning Advice Notes in relation to Householder Development Guidance, Houses in Multiple Occupation and Hot Food Take Aways.
-

2. Recommendations

- 2.1 It is recommended that the Board:
 - (i) Approves the Planning Advice Notes in relation to Householder Development Guidance, Houses in Multiple Occupation and Hot Food Take Aways and notes that they will be a 'Material Consideration' in the determination of planning application for relevant developments.
-

3. Background

- 3.1. The Planning and Property Policy Board approved the LDP Action Programme at its meeting of 11 November 2014. The Action Programme includes commitments to prepare Planning Advice Notes (PAN) in order to guide developers in preparing planning applications and to enhance the quality of development across Renfrewshire.

- 3.2. The Planning Advice Notes have been prepared in accordance with the Renfrewshire Local Development Plan Action Programme will be a 'Material Consideration' in the determination of relevant planning applications.
-

4. Next Steps

- 4.1. The PANs will be available on the Council website.
- 4.2. Further PANs will be produced as and when considered appropriate and necessary to guide and advise developers and development.
-

Appendix 1

Planning Advice Note on Renfrewshire Householder Development Guidance

Appendix 2

Planning Advice Note on Houses in Multiple Occupation

Appendix 3

Planning Advice Note on Hot Food Take Aways

List of Background Papers

None

Implications of the Report

1. **Financial** - None
2. **HR & Organisational Development** - None
3. **Community Planning**
Jobs and Economy – The PANs encourage development which delivers attractive environments that contribute positively to local community and economic growth.
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations

and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

- 8. **Health & Safety** - None
 - 9. **Procurement** – None
 - 10. **Risk** – None
 - 11. **Privacy Impact** - None
-

Author: The contact officer within the service is Sharon Marklow, Strategy and Place Manager, 0141 618 7835, email: Sharon.marklow@renfrewshire.gov.uk

Renfrewshire Householder Development Guidance

Planning Advice Note 2016



This Planning Advice Note (PAN) provides guidance on alterations and extensions to residential properties to prospective applicants, to assist in making an acceptable planning application.

This PAN is a '*Material Consideration*' in assessing development.

The advice note is not site specific and will not be wholly applicable in all situations. Each planning application will be dealt with on its own merits, as there can be site specific issues that arise for each case.

The Renfrewshire Householder Development Guidance aims to:

- Promote good quality design;
- Encourage careful siting and appropriate use of scale;
- Ensure that proposals are well designed and complement or enhance the character of the original property and the wider area;
- Protect the residential amenity of neighbours;
- Promote the use of good quality materials.

Renfrewshire Local Development Plan Context

The Renfrewshire Local Development Plan and New Development Supplementary Guidance provide the general principles that are applied to householder alterations and extensions.

Policy P1 – Renfrewshire's Places

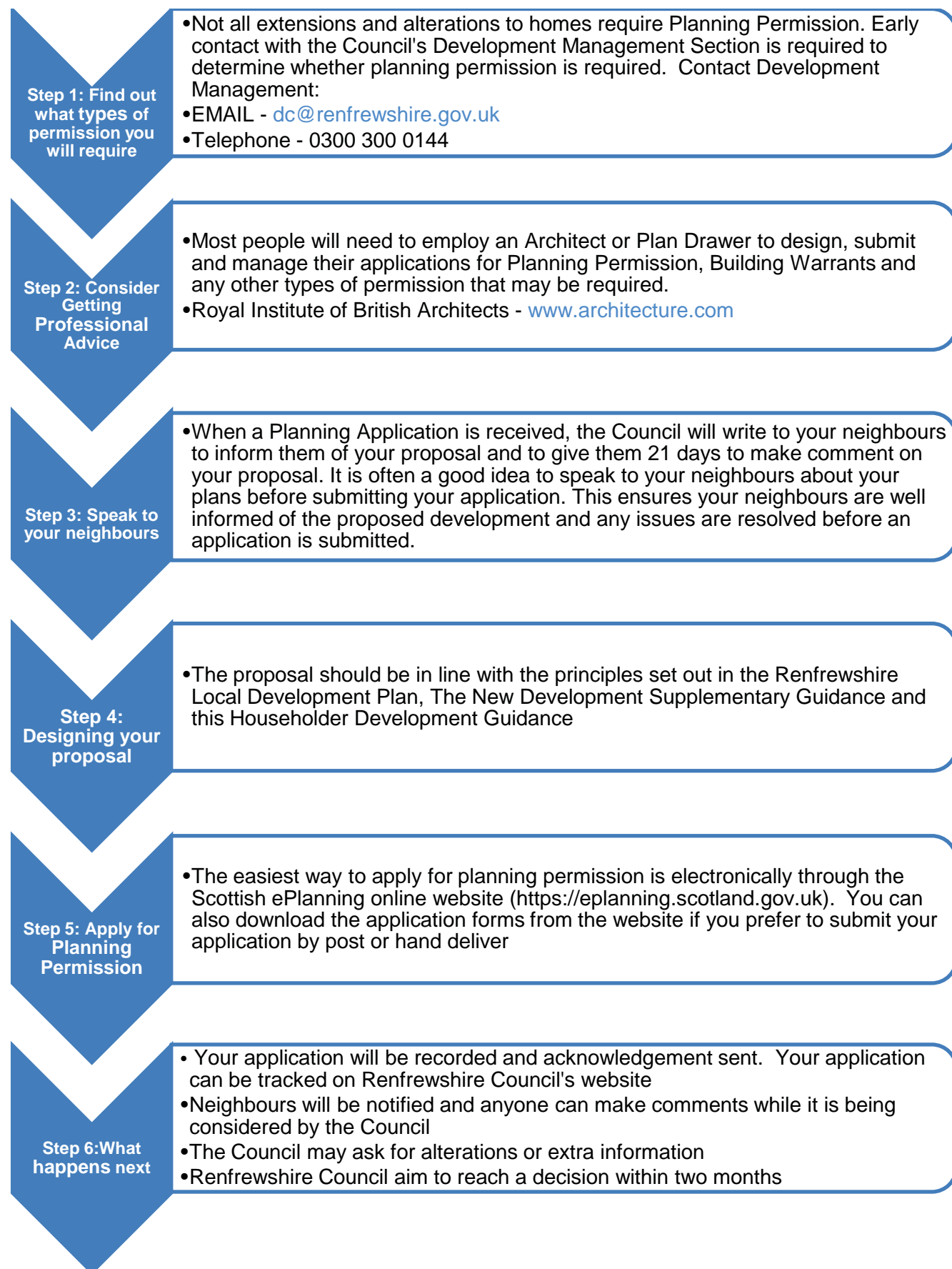
Within uncoloured areas on the proposals maps there will be a general presumption in favour of a continuance of the built form. New developments within these areas should be compatible and complementary to existing uses and demonstrate that they would cause no significant harm to these uses as set out by the criteria in the New Development Supplementary Guidance.

New Development Supplementary Guidance

Alterations and extensions to existing residential properties will be considered in relation to the following criteria and the Council's Householder Development Guidance:

- The development requires to be of an appropriate scale, size and massing which does not constitute over development and reflects the established development pattern;
- It reflects the design and materials of the existing house and the character of the surrounding area;
- It does not significantly reduce the amenity of the neighbouring residents or the surrounding area.

Preparing Proposals to Extend or Alter Your House



Preparing your Proposals

Extensions to the Front of Dwellings

Porches

A porch is a small addition to the front or side of a house which provides a covered entrance to the property. Porches should be:

- Small scale;
- Sympathetically designed structures which are not obtrusive and do not overwhelm the building or the character of the street;
- Materials should match the original property;
- Larger porches which incorporate additional rooms such as a utility room or toilets are unlikely to be acceptable;
- Within Conservation Areas it is unlikely that any proposed development would be acceptable in front of the building line.



Front Extensions

Extensions to the front of properties need to be designed well as the front of the property is often the most prominent part of the house visible from the street frontage. Single storey extensions may be considered acceptable when they are:

- Of a scale and design that is complimentary to the original property;
- where the property is on an acceptable plot;
- Where the property is set back from the front boundary, and where there is not a uniform street scene.

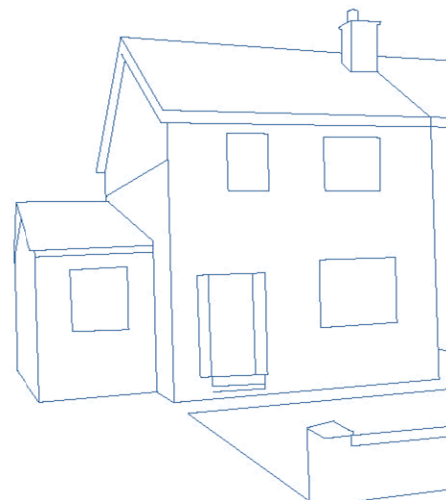


Extensions to the Side of Dwellings

Single Storey

Single storey extensions may be considered acceptable where:

- The scale and design is appropriate to the property and locality;
- The plot size is suitable;
- Suitable access retained to the rear of the property;
- Appropriate materials should be used that matches the existing property;
- A side extension should generally be no greater than half the width of an existing property to ensure that the existing property remains the dominant feature;
- If a side extension is constructed on an existing driveway consideration should be given to how suitable parking arrangements will be retained;
- The pitch of the roof should be the same as the main property.



Two Storey

Two storey extensions may be considered acceptable where:

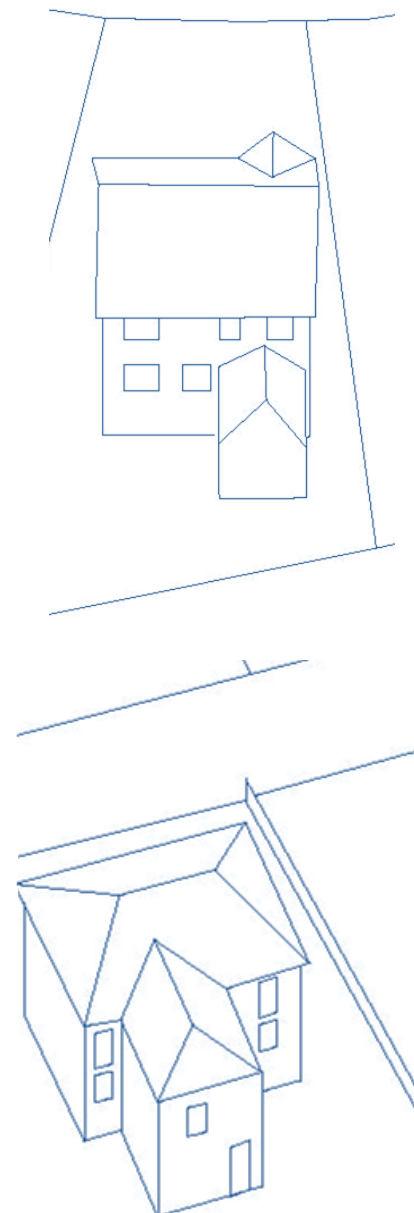
- They are designed to avoid causing an unacceptable loss of light or privacy for neighbours;
- They should be set back from the front elevation of the original property, be set back from the side boundary and be no more than half the width of the original property;
- Extensions should also be constructed in materials and style to match the original dwelling;
- Where an extension is built on a driveway consideration should be given to ensure suitable parking arrangements can be maintained;
- The pitch of the roof should be the same as the main property.



Extensions to the Rear of Dwellings

Rear extensions may be considered acceptable where:

- Consideration is given to the position to prevent loss of sunlight and daylight to neighbouring properties;
- There is consideration of the position of windows to habitable rooms in neighbouring properties;
- There is minimal impact on privacy and outlook for neighbouring properties;
- Both single and two storey rear extensions should be subordinate to the original property;
- The garden is not reduced to an unreasonably small size;
- Extensions should have the same roof design as the main property;
- The ridge line should also sit below the ridge of the house.



Two Storey Extensions

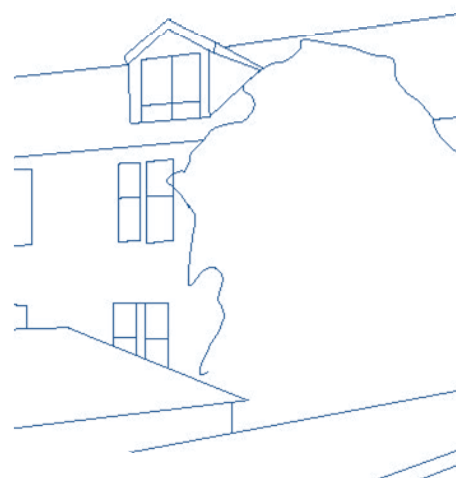
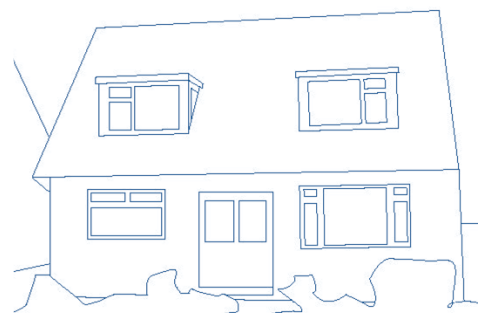
Two storey extensions should also:

- Not extend more than 4 meters into garden ground from the rear elevation of a property; or
- Be within two meters of the boundary of a semi detached or terraced property.

Dormer Windows and Roof Extensions

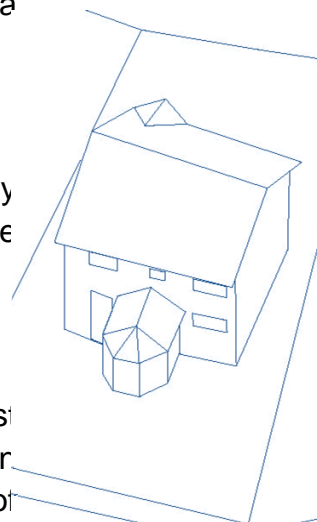
Dormer windows may be considered acceptable where:

- They are small, discrete additions which retain the character of the original roof;
- They are ideally located to the rear of a property;
- They are set below the ridge line of the property and above the eaves;
- They do not dominate the roof;
- They can be constructed using a variety of external materials however the dormer should have external finishing materials to match the existing roof and windows;
- The window detailing should also match the character, proportion and style of windows on the main property.



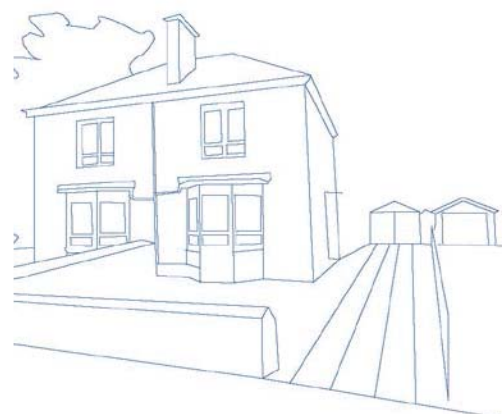
Conservatories

- Conservatories should be located to the rear of a house or in a non-prominent position to the side;
- Rarely will conservatories be acceptable to the front of a house;
- If a conservatory has a dwarf wall/ plinth this should normally match the walling material of the original house, unless a more contemporary approach is proposed;
- Wood or powder coated aluminium frames are preferred to PVCu;
- As with a normal extension to the rear of a house, attention must be paid to the impact that the conservatory would have on neighbours due to loss of privacy, over-domination and loss of natural daylight.



Outbuildings including Garages and Carports

- All outbuildings, including garages, carports, bin stores and cycle stores, should be set behind the front building line;
- Detached garages should be proportionate in scale to the site and be completed in materials to match or compliment the appearance of the main building;



Decking, Terraces and Balconies

Decking, balconies and roof terraces can provide valuable and welcome amenity space for properties. Careful consideration is required to the location and design of any decking, roof top balcony or terrace in order to protect residential amenity and seek to avoid significant overlooking.

Boundary Walls, Fences, Gates and Hedges

Boundary treatments including walls, fences, gates and hedges have a variety of functions. The type of boundary treatment, its materials and its height help to define the character and appearance of an area. When considering new boundary treatments consideration should be given to:

- The design and height of boundary walls, railings and gates should relate to the character of the street/surrounding area;
- Details such as railed sections and pillars can reduce the visual impact of a high wall;
- Visibility at the entrance to a drive is important in road safety terms. A fence or wall on a side boundary can obstruct visibility to a drive;
- Good quality materials should be considered for the fence and wall;
- Hedges can provide an attractive natural boundary if properly maintained.

Overshadowing and Daylight and Sunlight

Extensions should not overshadow neighbouring properties to an unacceptable level. The 45-degree rule can be used to establish the maximum permissible height, depth and width of an extension. However, it is only a general rule of thumb. The 45-degree rule can be used to check if your extension may result in a loss of light to adjoining windows.

Sunlight

The 25 degree rule provides a guideline for ensuring that buildings receive a reasonable amount of sunlight. The method uses a 25 degree line drawn in section from the horizontal midpoint of the ground floor window. This method should be applied in situations where existing windows would directly face the proposed building or extension.



Other Consents

Before you submit your completed design you should double check your proposal does not require any additional permission including:

Listed Building Consent

Listed Building Consent will be required for all extensions and alterations to a Listed Building, even if Planning Permission is not required. If your building is listed and you also require Planning Permission, it may be a good idea to apply for both consents at the same time.

Conservation Areas

Under planning laws the council has a duty to protect, preserve and enhance the buildings and structures in the Conservation Areas. If you plan to undertake any demolition work in a Conservation Area you will require Conservation Consent. You are also required to give the Council six weeks notice in writing if you want to do work to a tree in a Conservation Area.

Building Standards

If you propose to erect a new building, to alter or extend an existing building, to convert a building or to demolish a building, you will normally require building warrant permission. Permission is granted in the form of a Building Warrant which must be obtained prior to starting work. A warrant will be granted if the proposals meet the requirements of the building regulations. It is an offence to begin work, for which a Building Warrant is required, without such a warrant. If a warrant is not obtained, this may lead to enforcement action being taken by the Building Standards section and it could also cause difficulties during property transactions.

How to apply for planning permission

Apply online

The easiest way to apply for planning permission is online through Renfrewshire Council's website. Before you submit your application online, you will need to register with the e-planning service. Once registered you can log in and begin making your application. A guide to submitting an application online is available to help you go through the process.

Submitting your planning application

Forms – Two sets of the planning application forms along with two sets of the land ownership certificates are required to be submitted;

Fee – A fee must be paid when submitting your application;

Plans & drawings – the following plans and drawings are likely to be required:

- *Location Plan* – At a scale of 1:1250 or 1:2500, with a north point, showing the application site in red and other land owned by the applicant in blue;
- *Site Plan* – At a scale of at least 1:500, with a north point, indicating the proposed development in relation to the site boundaries and any other existing buildings on the site. Access arrangements, landscaping, parking, boundary treatment and open areas may also be shown where appropriate;
- *Existing & proposed elevations* – At a scale of 1:50 or 1:100. Showing proposals in relation to what is already there, showing all sides of the proposals. Indicate, where possible, the proposed materials, style and finishes of the proposal;
- *Existing & proposed floor plans* – At a scale 1:50 or 1:100. Show existing buildings or walls as well as those of the proposed development;
- *Roof plans* – At a scale of 1:50 or 1:100. Showing the shape of the roof, specifying details such as the roofing materials;
- *Existing & proposed site sections* – At a scale of 1:50 or 1:100. Showing cross sections(s) through the proposed building (s). Where the proposals involve a change in ground levels, show both existing and finished levels.

Renfrewshire

Development Guidance

Houses in Multiple Occupation - Planning Advice Note 2016



This Planning Advice Note provides information to anyone that is seeking to submit a planning application in relation to Houses in Multiple Occupation (HMO) in Renfrewshire.

This PAN is a '*Material Consideration*' in assessing development.

Each planning application is dealt with on its own individual merits, as there can be site specific issues that arise for each case.

Houses in Multiple Occupation (HMOs) have a role to play in helping to meet Renfrewshire's housing need and demand.

In Renfrewshire there is a steady demand for licensed Houses in Multiple Occupation. HMOs are concentrated primarily in Paisley with many associated with providing accommodation for students that attend the University of the West of Scotland.

Generally, licensed HMO's in Renfrewshire are well managed and pose no particular issues. It is considered that town centre or edge of town centre locations is the most appropriate areas to accommodate HMO properties.

This guidance is to ensure that there is not an overconcentration of HMO's in areas in order to protect amenity.

Planning Context

Scottish Government Planning Circular 2/2012 – Houses in Multiple Occupation: Guidance on Planning Control and Licensing provides advice on the management of housing in multiple occupation through the planning system.

Renfrewshire Local Development Plan Context

The purpose of this Planning Advice Note is to expand on Local Development Plan Policy P1 – Renfrewshire Place and Policy P2 – Housing Land Supply, in particular address 'Other Housing Requirements' in order to support HMO accommodation in appropriate locations.

Requirement for Planning Permission

In relation to the role of the planning system in managing HMOs, planning permission is required where use as a HMO is considered to be a 'material change of use of land or buildings'.

The Town and Country Planning (Use Classes) (Scotland) Order 1997 defines a house as being the sole or main residence of a single person, or any number of persons living together as a family, or not more than 5 residents living together as a single household where care is provided for residents.

In planning terms therefore, it is only where more than 5 residents live together as unrelated individuals that it is considered a material change of use, requiring planning consent.

Planning permission is required where three or more unrelated persons or three or more families are living in a flatted property, as this is considered to constitute a change of use.

Early contact with Renfrewshire Council's Development Management Section should be made to determine whether planning permission is required.

Planning Guidance

In assessing a planning application for a HMO, Renfrewshire Council will consider:

- the acceptability of the proposed development, in accordance with the policies in the Renfrewshire LDP and the New Development Supplementary Guidance;
- the potential impact on the amenity of the area; and,
- the level of provision of HMO's in that locality.

Other requirements

A building warrant may be required if structural alterations are proposed to be undertaken to the premises for which a HMO licence is sought. The applicant should contact Renfrewshire Council's Building Standards section to discuss the need for a Building Warrant.

The licensing of HMOs operates under the Housing (Scotland) Act 2006. A license may be required where any living accommodation is occupied by 3 or more persons who are not either:

- All members of the same family, or,
- All members of two families, and which accommodation is (a) a house, or is, or forms part of, any premises or group of premises owned by the same person and its occupants share one or more of the basic amenities with each other; and is occupied by those 3 or more persons as an only or main residence, or (b) of such type, or which is occupied in such manner, as the Scottish Ministers may specify.

Contacts

If you are considering submitting a Planning Application / Building Warrant for a HMO, contact:

- by e-mail: dc@renfrewshire.gov.uk Development Management – planning application
- by e-mail: bc@renfrewshire.gov.uk Building Standards – building warrant
- by phone: 0300 300 0144
- by writing to: Development Standards Manager, Development and Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD
- or by visiting the Duty Planning Officer, at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley.

Renfrewshire

Development Guidance

Hot Food Take-Aways - Planning Advice Note 2016



This planning advice note provides information on hot food take-aways to prospective applicants, to assist in making an acceptable application in Renfrewshire.

This PAN is a '*Material Consideration*' in assessing development.

This advice note is not site specific and will not be wholly applicable in all situations. Each planning application is dealt with on its own individual merits, as there can be site specific issues that arise for each case.

In considering a proposal for a hot food take-away, early contact with Renfrewshire Council's Development Management Section is advisable to understand and clarify the requirements for submitting a planning application.

An applicant will also be able to obtain further information on application fees as well as information on other proposed alterations, such as new shop front and advertisement proposals.

Context

For planning purposes, a hot food take-away premises is where hot food is prepared for consumption off the premises. This is not classified under one of the main use classes within the Town and Country Planning (Use Classes) (Scotland) Order 1997, but is instead termed as '*sui generis*' (use in its own right).

Renfrewshire Local Development Plan Context

Proposals will be assessed against the policies in the Renfrewshire Local Development Plan and the New Development Supplementary Guidance to ensure proposals maintain the viability and vitality of centres and places.

Planning Guidance

Renfrewshire Council will consider whether there is an appropriate level of provision to meet needs and demands within an area, as well as considering the details of the proposal in terms of its:

- Location;
- Potential noise from the facility and the impact on the amenity of surrounding uses;
- Ventilation / flue mechanisms proposed / dispersal of cooking odours;
- Hours of operation;
- Refuse storage;
- Car parking and servicing.

Submitting a Planning Application

In submitting a proposal for a hot food take-away applicants should:

- Provide drawings of existing and proposed elevations as well as floor plans;
- Show how cooking odours would be extracted providing proposed elevations detailing the flue;
- Include the location of the flue within the boundary of the application site;
- Ensure that the owners of the adjoining properties where the flue is to be fixed are notified as owners of the application site;
- A flue will generally be required to extend a minimum of 1.0 metre above the eaves level of the adjoining property;
- Provide details of any proposed parking and servicing.

Other requirements

A building warrant may be required from Renfrewshire Council if structural alterations are also proposed to be undertaken to the premises.

To conform with food hygiene regulations, there is a requirement for a take-away to be licensed and registered as a food business establishment.

An applicant / agent should consult Renfrewshire Council's Building Standards section and the Community Resources Service (Environmental Health), to ascertain what will be required in the way of permissions and licenses.

Contacts

If you are considering submitting a planning application / building warrant for a hot food take-away, contact can be made by any of the following methods:

- by e-mail: dc@renfrewshire.gov.uk Development Management – planning application
- by e-mail: bc@renfrewshire.gov.uk Building Standards – building warrant
- by phone: 0300 300 0144
- by writing to: Development Standards Manager, Development and Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD
- or by visiting the Duty Planning Officer, at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley

Other Contacts

If you are applying for the registration and approval of a food business establishment, contact can be made with the Community Resources service by any of the following methods:

- by e-mail: b-serv.es@renfrewshire.gov.uk Community Resources - Environmental Services Business Regulation
- by phone: 0300 300 0380
- by writing to: Community Resources, Environmental Services Business Regulation, Renfrewshire House, Cotton Street, Paisley PA1 1BR
- or by visiting the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley
- In terms of food hygiene regulations, you may find the advice given on the following two web sites helpful:
- <http://www.renfrewshire.gov.uk/webcontent/home/services/environment/food%2C+hygiene+and+quality/es-mw-foodpremisesregistration>;
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69280/pb10527-kitchen-exhaust-0105.pdf)